



JOB DESCRIPTION

Position Title: **Program Manager**

Working Title: **MSBU Program Coordinator**

Class Code: 4919

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and supervisory work coordinating all aspects of the Municipal Services Benefits Unit (MSBU) Program.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, organizes, and implements the multi-faceted components of the MSBU Program, including the responsibility for levying all non-ad valorem assessments.

Responsible for the daily supervision of all personnel assigned to the MSBU program.

Initiates and effectively recommends, for final approval by the Department Director, hiring, termination, performance evaluations, disciplinary and/or commendatory actions for all assigned personnel.

Serves as public liaison for the program through extensive correspondence and mediation with property owners, conducting presentations at homeowner meetings and corresponding with other Counties and Cities concerning the benefits/operation of the Program.

Conducts Public Hearing presentations before the Board of County Commissioners on any MSBU or non-ad valorem item.

Works extensively with title companies, engineering firms, financial institutions, landscaping companies, and other County Departments in the request and receipt of information and services, field visits to the MSBU sites and coordination of information for homeowner meetings and Public Hearing presentations.

Prepares various documents involved in the establishment and administration of MSBUs including petitions, property owner correspondence, advertisements, ordinances and resolutions.

Prepares budget for road paving, drainage projects, water service, and sidewalk construction Municipal Services Benefits Unit Program areas. Implements and monitors all Florida Statute requirements in the preparation of the non-ad valorem assessment roll.

Primary contact with the Property Appraiser in mailing non-ad valorem assessment notices in conjunction with the TRIM notices and with the Tax Collector in submitting the non-ad valorem assessment roll without errors and by the required date.

Coordinates all non-ad valorem assessments for the Mandatory Solid Waste MSBU program.

Tracks all Solid Waste MSBU exemptions and ensures change of service requests for the Solid Waste MSBU Program are properly documented.



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Coordinates and prepares the annual Solid Waste MSBU program customer service listing for all franchise haulers'.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of laws, regulations, and statutes as related to budget development. Knowledge of local government administration, management, budgeting, accounting, and financial administration. Knowledge of research techniques as applied to budgetary and management research, and systems and operations analysis techniques.

Ability to research and analyze information, recognizes trends, and arrives at valid conclusions, recommendations, and plans for corrective action. Ability to prepare comprehensive reports and present ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with departmental officials and the general public. Ability to use a personal computer and other computer systems to accomplish assigned tasks.

Bachelor's Degree in Public or Business Administration, Finance, Accounting, or a closely related field and three (3) years experience in the field of budgeting, management, and/or administration, one (1) year of which must have been in a public agency; or an equivalent combination of related training and experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.